



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

Town Administrator Report April 12, 2021 Select Board Meeting

RSA 91-A Emergency Provisions

- As Vice-Chair of the Barrington Select Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the [Governor's Emergency Order #12](#) pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.
- Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:
 - Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - We are utilizing Microsoft Teams for this electronic meeting. All members of the Select Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting.
 - **Phone Participation**
 - Dial [+1 603-664-0240](tel:+16036640240) and enter Conference ID: 676 749 973#
 - **Video Participation** (audio and video recording will be taking place)
 - Click link: bit.ly/BarrSB
 - Providing public notice of the necessary information for accessing the meeting:
 - We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams (Phone or Video). Instructions have also been provided on the website of the Town of Barrington at: www.barrington.nh.gov
 - Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - If anybody has a problem, please call (603) 664-0146 or email at: administration@barrington.nh.gov
 - Adjourning the meeting if the public is unable to access the meeting:
 - In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.
- Please note that all votes that are taken during this meeting shall be done by roll call vote.
- Let us start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Remote Meeting Participation

- Teams Video Conference: bit.ly/BarrSB
- Call: [+1 603-664-0240](tel:+16036640240) (one-click link)
 - Conference ID: 676 749 973#



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

1. Agenda

- a. See attached, [Agenda 2021-04-12](#)

2. Public Hearings

3. Appointments

- a. Planning Board – One Vacancy (one-year term) – **Vote**
 - i. Steve Diamond – Planning Board Member
 1. Term to expire March 2022; or
 - ii. Andrew Melnikas – Planning Board Member
 1. See attached, [Andrew Melnikas Planning Board Application for Appointment 210403](#)
 2. See attached, Andrew Melnikas Cover Letter and Resume 210403
 3. Term to expire March 2022
- b. Surplus Equipment Bid Award – **Vote**
 - i. On March 15th the Town [advertised](#) the following pieces of surplus equipment. Bids were due by noon on April 12th.
 - ii. Truck 1
 1. 1996 International 4900
 - iii. Truck 2
 1. 2003 International 7400 SFA 4x2
 - iv. The bids will be opened and awarded publicly at the Select Board meeting.

4. Public Comments

5. Review of Minutes – **Vote**

- a. See attached, [Minutes 2021-03-22](#)

6. Staff Report

- a. Administrator MacIver
- b. Municipal Office Administrator Caudle

7. Old Business

- a. Deer Ridge Tree Trimming Bid Award – **Vote**
 - i. On October 1, 2020, the Road Agent presented the Select Board with the proposed road construction projects of 2021.
 1. See attached, [2021 Road Constructions Projects Overview 201001](#)
 - ii. Consistent with the Purchasing Policy, the Road Agent advertised for sealed bids for the scope of work on Deer Ridge Road. The bid deadline was extended to noon on April 12, 2021. Bids were opened publicly at 1pm.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

This work is properly budgeted. A summary of the bids and recommendation will be provided during the meeting.

- iii. The Select Board is asked to consider approving the recommended tree contractor to perform the scope of work on Deer Ridge Road.

b. 2021 Paving Bid Award – **Vote**

- i. On March 8, 2021, the Select Board voted to authorize the advertisement of the [2021 Paving Request for Proposals](#). The bids were due by noon on Wednesday, April 7, 2021.
- ii. The Town received four responses:
 1. See attached, [Advanced Excavating and Paving 2021 Bid](#)
 - a. Base Bid: \$618,521.00
 2. See attached, [Busby Construction Co Inc 2021 Bid](#)
 - a. Base Bid: \$566,620.00
 3. See attached, [Pike Industries Inc 2021 Bid](#)
 - a. Base Bid: \$570,195.00
 4. See attached, [R and D Paving Inc 2021 Bid](#)
 - a. Base Bid: \$624,405.54
- iii. The Road Agent has prepared the following recommendation based on the bids received. *The apparent low bidder is Busby Construction Co Inc. Busby has a reputation for doing excellent reclaim and grading work, but they subcontract their paving, so there is a potential loss of control there versus having all phases under one roof. There is a potential for one blaming the other when something goes wrong. The next lowest bidder is Pike Industries. The Town has previously worked with Pike and experienced longevity issues which are quite significant and difficult to ignore (Deer Ridge for example). The next lowest bidder is Advanced (last year's paving contractor). Last years' experience with Advanced was excellent in every manner. The professionalism and technical expertise were phenomenal We got everything that we paid for exactly the way we wanted it. The highest bidder was R&D Paving Inc.*
- iv. *Based on our previous positive experience and the quality of work, I would recommend Advanced, and I believe they are worth the extra money.*
- v. Any adjustments made to the paving contract (additions/deletions/changes) will be done through a change order approved by the Select Board.
- vi. The Select Board is asked to consider awarding the 2021 Paving Projects.

c. 2021 Assessing Statistical Update Details – Discussion

- i. At the November 16, 2020 meeting, the Select Board reviewed the need for a statistical update (revaluation) in 2021 based on the equalized ratio. Sale values continue to rise, and it is important to keep the assessed values in line with the market value. If Barrington's Equalized Ratio exceeds 10%



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- (+/-), an update would be required. The 2021 update would be similar in timeline and scope to the 2017 statistical update.
- ii. I asked the Assessor to prepare a memo for the Select Board and community in order to better understand what to expect during the 2021 statistical update. It is important to note that the ratios included are preliminary and there remains over six months of sale data which will be incorporated into the revaluation.
 - iii. See attached, [2021 Revaluation Memo](#)
 - iv. Additional information will be provided throughout the revaluation process.
- d. Finance and Human Resources Administration – Discussion
- i. At the March 22nd meeting, the Select Board allowed me to work out the best arrangement for the Finance/Human Resources duties with the Chair to provide final approval. After numerous iterations and much consideration, I have arrived at the most appropriate adjustments to make as a result of the vacancy.
 - ii. We will retain the same positions, grades, and titles; Finance Administrator and Human Resources Administrator. Both job descriptions have been overhauled as a result of this process. The biggest changes include transferring oversight of accounts payable (AP) to the Finance Administrator and moving Welfare administration to the Human Resources Administrator. As you know, we have been unable to fill the part-time Welfare Caseworker position and I believe consolidating the duties is most appropriate at this time. These and other adjustments to the essential position functions address numerous priorities and result in a clearly defined Human Resources role to advertise.
 1. See attached, [Finance Administrator Job Description 210330](#)
 2. See attached, [Human Resources Administrator Job Description 210330](#)
 - iii. We have advertised for the Human Resources Administrator role and resume review will begin on April 16th. Please share this opportunity with anyone that may have the education or experience desired. <https://www.barrington.nh.gov/jobs/HRAAdmin>.
- e. COVID-19 Screening, Exclusion, and Travel Policy Review and Update – **Vote**
- i. At the June 22, 2020 meeting, the Select Board instituted a Travel Policy consistent with prevailing public health guidelines.
 1. See attached, [Covid-19 Travel Policy](#)
 - ii. At the February 8, 2021 meeting, the Select Board updated the Travel Policy to reflect the updated public health guidelines.
 1. See attached, [COVID-19 Screening-Exclusion-Travel Policy 210201](#)



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- iii. Guidelines have changed and we need to update our policy. On March 16, 2021, the NH Department of Health and Human Services published a [comprehensive guidance document](#) which was the basis for the updated policy.
 1. See attached, [COVID-19 Screening-Exclusion-Travel Policy 210406 Red-Lined](#)
 2. See attached, [COVID-19 Screening-Exclusion-Travel Policy 210406](#)
 - iv. This policy is intended to replace the February 8th policy. Most notably, this policy updates the travel guidance; only requiring isolation after international and cruise ship travel. This policy still contemplates vaccinated employees and employees who have recovered from a positive COVID-19 case within the past 90 days.
 - v. The Select Board is asked to consider amending the February 8, 2021 COVID-19 Screening, Exclusion, and Travel Policy as proposed.
- f. Recreation Use of Redemption Road Town-Owned Lot – Discussion
- i. On October 19, 2020, the Select Board asked the Recreation Department to evaluate their interest in utilizing Map 234, Lot 1, Sublot 6 at the end of Redemption Road.
 - ii. The Recreation Department has taken many steps to evaluate the lot and understand its recreational potential. At this time, they are absolutely interested in utilizing the lot, as summarized in the attached memo.
 - iii. See attached, [Redemption Road Presentation – Final](#)
 - iv. The Select Board is asked to consider providing guidance to the Recreation Department in order to consider providing a future commitment of this lot for recreational development.
- g. Expiration of Waiver of Site Review Requirements – Discussion
- i. On May 11, 2020, when indoor dining and entertainment was limited, the Select Board voted to waive the enforcement of site review requirements in order to allow Barrington businesses to expand their operations outdoors.
 - ii. On August 24, 2020, the Select Board voted to extend the waiver through 12/31/2020.
 - iii. On December 7, 2020, the Select Board voted to extend the waiver through 6/1/2021. Additionally, the Select Board asked that the deadline be communicated to affected businesses so they will have time to bring an application forward for site review by the Planning Board prior to the expiration.
 - iv. We believe the extension through 6/1/2021 has provided businesses a reasonable amount of time to bring an application before the Planning Board if they wish to continue their expanded operations beyond June 1st.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- v. We also wanted to make sure the Board was aware of the upcoming expiration of this waiver in case the Board felt that further action was warranted.

h. 2021 Roadside Clean Up – Discussion

- i. The [third annual roadside cleanup](#) is scheduled for Saturday, April 24th. All are welcome and encouraged to participate in cleaning up the streets of Barrington.
- ii. Interested residents are encouraged to register ahead of time with Erin Paradis (eparadis@barrington.nh.gov or 603-664-0166). Pre-registration is not required, and ‘walk-ins’ are welcome. Volunteers will report to the Highway Garage between 8am and 1pm to receive instructions, bags, and gloves. All roadside debris (in the blue bags) should be returned to the dedicated open top containers no later than 4pm.
- iii. Thank you in advance to the organizers and volunteers!

8. New Business

a. Emergency Operations Plans Update Grant – HSEM – **Vote**

- i. Every five years the Town needs to update the Emergency Operations Plan. Barrington’s update is due in 2021. The State office of Homeland Security and Emergency Management (HSEM) offers grants for the update. Although the grants require a 100% match, those matching funds can be staff time in updating the plan. Historically, the time Department Heads spend during the process satisfies the matching requirement.
- ii. The Select Board is asked to consider authorizing the pursuit of an Emergency Operations Plan Update Grant through HSEM.

b. Scheduled Police Cruiser Purchase – **Vote**

- i. After two unanticipated cruiser replacements early in 2021, the Police Department is ready to complete the scheduled replacement of Unit 2 or Unit 7 (still being evaluated for anticipated future maintenance). After all insurance payments, the Police Department is \$10,000 short of the purchase and outfitting of a new Charger. They have \$10,000 available in the Vehicle line which was intended to pre-order a 2022 cruiser (as was done this year). The Police Chief is asking the Select Board to consider utilizing \$10,000 in surplus funds at the end of the year to pre-order a cruiser in order to allow the currently available \$10,000 to be used to replace Unit 2 or Unit 7.
- ii. See attached, [Summary Letter for Third Cruiser Purchase 2021](#)
- iii. The Select Board is asked to consider authorizing the cruiser purchase and further to consider utilizing \$10,000 in surplus funds at the end of the year to pre-order a 2022 cruiser.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- c. Unanticipated Equipment Replacement and Re-Insurance Capital Reserve – Discussion
- i. The Town generally does a good job at properly planning and setting funds aside for anticipated equipment replacement schedules. This is accomplished through accounts like the Fire Truck Capital Reserve and the Highway Heavy Equipment Capital Reserve. In the Police Department and for the Building Inspector, we rely on planned budget requests and expenditures to adhere to equipment replacement schedules.
 - ii. We recently identified a vulnerability for instances of unanticipated equipment replacements such as when a vehicle is in an accident or an unexpected maintenance item is identified. In the past few months, we had two cruisers totaled and one other taken out of service for an extended period of time. Fortunately, we were able to use budgeted funds, proceeds from insurance coverage and other funds (outside detail revolving fund) to maintain our fleet of police cruisers. We might not always be so fortunate.
 - iii. I contacted other Administrators and Managers to learn how they protect their Towns from such a vulnerability. The most common solution was the creation of an account dedicated to those unanticipated equipment replacements, essentially a reinsurance account. They establish a target balance (say \$100,000) and add to the account incrementally until that balance is achieved. Once the target is achieved it is not contributed to again unless utilized. Similar in nature to the Towns Emergency Winter Maintenance Capital Reserve account.
 - iv. I believe this is a responsible approach to minimize this equipment replacement vulnerability. This is an account which would be established by Town Meeting. If the Select Board is open to this type of account, I will perform further research, draft the warrant language and plan to bring this before the Advisory Budget Committee at their next meeting.
- d. Oak Hill Road and Franklin Pierce Highway Drainage – Discussion
- i. There are well documented drainage issues at the southern end of Oak Hill Road approaching the intersection with Franklin Pierce Highway. The Road Agent has taken non-invasive steps to establish a drainage swale and utilize the existing drainage infrastructure, but the results have not been satisfactory.
 - ii. The NHDOT has offered to allow the Town to tie into their drainage infrastructure in order to help prevent the icing of Franklin Pierce Highway throughout the winter. Doing so would require a reconstruction of the end of Oak Hill Road to create a traditional (perpendicular) intersection. This would allow the area where the current slip ramp is to be used for drainage and to tie-in to the State's infrastructure.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- iii. The Road Agent would like to develop a plan to temporarily close the Oak Hill slip ramp in order to evaluate the feasibility of the aforementioned reconstruction and permanent closure of the slip ramp. The purpose of the temporary closure would be to evaluate traffic patterns and other implications of a traditional intersection. The plan for temporary closure would be developed in conjunction with the Police Chief, Fire Chief and the Town's engineer.
 - iv. We wanted to discuss this possibility with the Select Board prior to developing the plan to understand the Select Board's concerns or willingness to adjust traffic flow at the Oak Hill Road and Franklin Pierce Highway intersection.
 - v. The Select Board is asked to consider offering feedback regarding the proposal.
- e. Select Board Signature Duties and Schedule – Discussion
- i. An essential function of the Select Board is executing documents on behalf of the Town. These documents include manifests, state forms, deeds, contracts, oaths, and other statutory requirements. The majority of our documents requiring signatures are still being submitted for electronic signature through DocuSign.
 - ii. One of the most regular and time-sensitive documents requiring signature is the accounts payable manifest. This manifest is submitted weekly on Thursday morning and must be signed by Tuesday morning. We understand that Board members may have questions about the manifest and have provided five days so that Board members can ask questions or request additional information prior to the signing deadline of Tuesday morning.
 1. The Select Board has previously authorized certain exceptions which allow the Finance Office, Treasurer and Town Administrator to meet requirements and deadlines by issuing a check prior to receiving a signed manifest. These exceptions include; New Hampshire Retirement System, HealthTrust, tax payments, SAU #74, Strafford County, reoccurring contract payments, and previously authorized Purchase Orders.
 2. Additionally, the Select Board has previously authorized the prompt processing of payroll in order to meet legal requirements. Payroll is completed on Tuesdays and checks must be available by 9am on Thursday; therefore, the Select Board has always allowed the issuance of checks prior to receiving a signed manifest.
 - iii. After every Select Board meeting (either Monday evening or Tuesday morning), there will be a packet requiring signature from items addressed at that meeting.



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

- iv. Generally, there will be a packet sent on Thursdays which captures non-time-sensitive items which came through during the week.
 - v. Finally, there are time-sensitive items which are sent to Board members throughout the week.
 - vi. We appreciate the Board's prompt attention to this duty in order to avoid unnecessary delays for residents, vendors, or others.
- f. Community Plastic Film Recycling Challenge – Discussion
- i. The Recreation Department and Transfer Station and Recycling Center have partnered to bring the TREX Community Plastic Film Recycling Challenge to Barrington. This six-month challenge is a nation-wide initiative geared towards schools and communities with the goal of reaching at least 500lbs of plastic film over six months. Along with promoting smart recycling in Town, upon meeting the 500lbs goal, TREX will gift the community a park bench made from those same plastics.
 - ii. The challenge began on April 1st, with collection bins at the Recreation Department, Transfer Station, and Town Offices. The challenge runs through the beginning of September. We would like to thank the community in advance for their thoughtful participation in this recycling challenge.
9. Selectperson's Reports and Concerns
- a. Selectperson Mannschreck
 - b. Selectperson Ayer
 - c. Selectperson Bailey
 - d. Vice-Chairperson Saccoccia
 - e. Chairperson Knapp
10. Public Comments
11. Non-Public Session
12. **April Work Anniversaries**
- a. George Joy • Police Chief • 22 Years
 - b. John Boodey • Firefighter/EMT • 18 Years
 - c. Debra Griffin • Town Clerk Assistant • 10 Years
 - d. Linda Markiewicz • Tax Collector • 8 Years
 - e. Chris Eldridge • Firefighter/EMT • 8 Years
 - f. David Kinnison • Firefighter/EMT • 5 Years
 - g. Kristen Montesano • Processor Library Assistant • 3 Years
 - h. Alex McCormack-Kuhman • Program Coordinator • 1 Year



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

13. Employee Acknowledgement

- a. Erin Paradis Named 'Safety Champion' by UNH T2 Technology Transfer Center

14. 2021 Select Board Goals

- a. See attached, [2021 Select Board Goals](#)

15. Upcoming Meetings/Events

- a. April 26, 2021 – Select Board Meeting
- b. May 10, 2021 – Select Board Meeting
- c. May 24, 2021 – Select Board Meeting